

Wordstock: Portland's Book Festival Book Fair Monitor

Primary Objective:

Your primary objective is to make sure the book fair runs smoothly with no line build ups blocking vendors booths or attendees' accessibility.

Commitment:

- 3-hour shift during festival on Saturday, November 11

Reports to: Book Fair Manager

Locations: Kridel | Fields (Located in the PAM Mark Building)

Monitor responsibilities include:

- Support Book Fair Managers
- Assist exhibitors with load-in and load-out (some shifts)
- Monitor and maintain common spaces with assistance of PAM staff (Mark Lobby, Kridel Lobby, bathroom areas, elevator, etc.)
- Help attendees looking for information and trouble shoot as needed
- LAST SHIFT: Assist with load-out, and clean-up at end of festival day
- Other tasks as needed

Requirements:

- Outgoing, with excellent customer service skills
- Able to think on your feet and stay calm under pressure
- Experience working in a bookstore or similar environment with author signings preferred but not required

Venue Information:

- Volunteer coat check/storage is located in the volunteer room of the Mark building of PAM.
- The nearest radio is with book fair managers. Next with either the Author Signing Manager or the LA Booth.



Check List: Book Fair Monitor

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Pre-Event:

- ☐ Review Wordstock map, and familiarize yourself with festival venue locations
- ☐ Review Wordstock author schedule, signing times, and panel topics
- ☐ Review Wordstock FAQ on Literary Arts website
- ☐ Pick-up your volunteer T-shirt and packet info at orientation in October

Upon arrival:

- ☐ Check-in at Volunteer Registration
- ☐ Check-in with Book Fair Manager to receive training/specifics to assignment

During the Book Fair:

- ☐ Rotate through the book fair to check all is running well
 - Check-in with Vendors
 - Make sure info tables are staffed
 - Answer attendees' questions

Shift Complete:

- ☐ Do not leave, if possible, until your replacement arrives
- ☐ Check out with Book Fair Manager
- ☐ Enjoy the rest of Wordstock!

Please note that if you are wearing your volunteer T-shirt while attending Wordstock events, you should consider yourself an “on-duty” volunteer and answer attendees questions if asked.

Thank you for volunteering with Wordstock: Portland's Book Festival!